

APPLICATION FOR CHILD CARE AGENCY LICENSE OR CERTIFICATION  
**SUPPLEMENT**

NOTE: This form is to be completed by applicants for a child placing agency or maternity services license.

DEFINITIONS

- Main office:** The main administrative office of a child placing agency responsible for the agency's statewide operation.
- Branch office:** A child placing agency's office other than its main office, generally an office from which services are provided in other regions or outlying areas.
- DSHS licensor:** The Department of Social and Health Services' (DSHS) Division of Licensed Resources (DLR) licensor in the region which the agency's main office is located, responsible for the issuances, etc. of the agency's statewide license.
- Local licensor(s):** The DLR licensor(s) in regions other than that in which an agency's main office is located who has responsibility for monitoring that agency's operation in his/her region.
- Agency staff:** Both casework or supervisory staff of the agency who are either employed or contracted by the agency.
- Field staff:** Agency staff whose activities are carried out someplace other than agency headquarters.
- Agency:** An agency as defined in RCW 74.15.020 and included foster family homes.



## APPLICATION FOR CHILD CARE AGENCY LICENSE OR CERTIFICATION

## SUPPLEMENT

NOTE: This form is to be completed by applicants for a child placing agency, adoption services, or maternity services license.

AGENCY NAME				DATE		
MAILING ADDRESS				TELEPHONE NUMBER		
CITY			STATE	ZIP CODE		
<p>1. Where will the headquarters of your agency be located?</p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>						
<p>2. Does your agency have branch offices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>						
ADDRESS(ES)				TELEPHONE NUMBER(S)		
<p>b. How are the branch offices administered?</p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>						
<p>3. In which regions does your agency provide the specific services listed? Specify in the box below.</p>						
SERVICE	REGION					
	1	2	3	4	5	6
Child placement (foster care, relative placement, etc.)						
Adoption Services						
Maternity Services						
Foster Homes						
<p>4. Will staff have responsibility for other services beside children's service? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If the answer above is yes, explain:</p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>						
<b>For each region in which the agency wishes to provide services, the following information shall be provided.</b>						
<p>5. Is staff employed by the agency or contracted? Specify for regions or positions.</p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>						
<p>6. Describe the identity, job description, and qualifications of staff who will be working in each region.</p> <p>a. Indicate for staff listed in Section 23 of the Application for Child Care Agency License or Certification, DSHS 10-008(X), which region or regions they are expected to provide services, supervision, etc. You may indicate this on that form by writing in the region number(s) next to the person's name.</p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>						

b. List contracted staff who may not have previously been listed. Describe job and qualifications.

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7. What are the agency's expectations of its field staff regarding services to and availability to clients, reports, reporting to headquarters office, including agency employees, supervisors, and contracted persons.

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Which services are field staff (employed or contracted) in each region expected to provide (e.g., foster and relative home studies, adoptive home studies, supervision of child in foster/relative placements, supervision of pre-adoptive placements, finalizing adoptions, post-adoptive placement supervision, etc.?)

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8. Describe how access to personnel records will be provided to local licenser where questions regarding staff in region arise.

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9. Office hours, address, and telephone numbers of field staff and supervisors. Indicate size and nature of office including number of staff and facilities for interview, records storage, etc.

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10. What is the agency policy regarding response time to clients in each region in emergency situations?

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Indicate who is expected to respond, how they are expected to respond (e.g., telephone, home visit, office visit, mail, etc.), what the anticipated response time will be, etc.).

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How far from client homes or placement will the staff or responsible person be located?

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11. How will supervision of field staff be accomplished?

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12. Does supervisor do periodic review of case files? How many cases? When and where is it done?

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13. Does the agency have unit meetings for its staff? Are contracted persons included?

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14. Describe training plan for field staff, including contracted staff.

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